

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

150.02.01 EDUCATIONAL REIMBURSEMENT



Adopted:	12/20/16
Reviewed:	11/09/22
Revised:	11/21/19
Approved:	<i>Lonnie J. Rash</i>

Purpose: To define and outline the steps, access, and use of the District's educational reimbursement program.

References: P150.02.01 Continuing Education Reimbursement

Procedure:

1. Educational reimbursement may be provided to members as an incentive for professional development that enhances the member and the agency.
2. The Fire District may reimburse expenses incurred by members for tuition, materials, and lab fees as follows:
 - a) Prior to the class, the member seeking educational reimbursement will forward an Educational Reimbursement Form to their supervisor with the following information:
 - i. Title of class.
 - ii. Institution giving class.
 - iii. Location of institution.
 - iv. Tuition costs.
 - v. Book costs.
 - vi. Anticipated material costs.
 - vii. Instructor name.
 - viii. Your educational goals.
 - ix. Reason for taking the class.
 - b) The Fire Chief will review the request and, in his or her sole discretion, approve or disapprove based on the relevancy of the class and available funds. If a reimbursement request is disapproved, a written explanation detailing why the request was denied will be forwarded to the requesting member at the time the member is notified of the denied request.
 - c) At the completion of the course the applicant will forward a request for reimbursement to his/her supervisor. The request should include a written record of the final grade or certification of completion and all receipts related to the requested reimbursement. A grade of "C" or "Pass" in a pass/fail course must be attained to receive tuition reimbursement.